

TITLE: NEIGHBORHOOD PLANNER
LEVEL: M-2 \$41,696 - \$50,860
DEPARTMENT: OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

FUNCTION: Undertakes community planning in targeted City neighborhoods, and develops and coordinates neighborhood revitalization strategies to address documented needs.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Community Development.

SUPERVISION EXERCISED: None at this time.

RESPONSIBILITIES: Implements and coordinates various residential and commercial neighborhood planning initiatives. Coordinates neighborhood-based projects and initiatives with City, State and other agencies as required, and serves as liaison to the community regarding project/initiative related issues.

Develops and maintains a demographic database of information within targeted neighborhoods. Maintain ongoing liaison with neighborhood and community groups, and non-profit agencies related to neighborhood planning.

Coordinates and facilitates community planning process to solicit community input, develops comprehensive needs assessments and presents various initiatives.

Assists in the preparation of reports and presentations for planning activities associated with housing, economic and community development initiatives in the City.

Assists in the planning and design development of infrastructure improvements for parks, playgrounds, streetscapes and other municipal projects.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

QUALIFICATIONS: Graduation from a college or university with a Bachelor's degree in public administration, urban/regional planning, or closely related field; two years of related experience in a community planning capacity; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis.

Exceptional written and communication skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, use hands to finger, handle, feel or operate objects, tools or controls, reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.